



Government Services

Administrative Assistant (Honolulu, HI)

Perot Systems Government Services (PSGS), a contractor to the National Oceanic and Atmospheric Administration (NOAA) Pacific Services Center (PSC), seeks an individual to serve as an Administrative Assistant to support PSC operations. PSC was established in 2001 to support the coastal management community in the Pacific Islands. The organization is a collaborative NOAA Ocean Service (NOS) effort that seeks to increase communication among coastal resource managers, increase the skills and tools necessary to create informed decisions, act in the areas of greatest opportunity, and see the results of effective change. For more information visit the Pacific Services Center Web site at: <http://www.csc.noaa.gov/psc/>

This position will provide direct support to the operations of PSC and other NOS Line Offices staff located at PSC focused on receiving all visitors; making appointments; arrange conferences (via phone or video); producing reports; taking and producing meeting minutes; making copies; filing documents; drafting and tracking correspondence; reviewing outgoing correspondence; distributing mail and internal correspondence; operating the fax machine, reviewing voice and email messages and maintaining calendars and contact files for the PSC Director and Deputy Director; and preparing conference registrations and simple purchases of supplies, etc.

In addition, the ideal candidate will also be required to:

- provide federal travel support and federal time and attendance support
- internal daily mail runs and distribution thereof
- receipt and verification of incoming purchases
- copying and filing and coordinating and preparing office supply orders
- assist with the annual disposition of files
- assist with planning efforts associated with branch retreats, training, conferences or meetings,
- assist with the Annual Personal Property Inventory as well as other not yet defined Special Projects

Minimum skill requirements for this position are:

- ability to use a variety of office equipment, including computers, copiers, shredders, printers, telephones, fax machines, video conferencing equipment, etc.
- demonstrate good interpersonal and communication skills that are succinct, audible, courteous, and professional as well as to interpret and apply oral and written orders, directives, and regulations
- minimum two years of experience as an Office Support Assistant and in making travel arrangements (airline reservations, hotel, rental car, etc.) with a travel agency and in preparing travel authorization and claims for reimbursement using a computer-based travel management system
- Minimum two years of experience processing payroll records using a computer-based or internet-based payroll system
- proficiency in using Microsoft Office Suite and conducting internet searches
- ability to handle sensitive information moving through the office appropriately

To apply, visit careers.psgs.com.